

Position: Associate Administrator:
Hampden County Regional Retirement Board

Reports to: Executive Director of Retirement Board

The Hampden County Regional Retirement Board (HCRRB) is a regional pension system that services the non-teacher public employees in the towns, districts and authorities within Hampden County. The System provides benefits to over 1,800 individuals and maintains records and accounts for more than 3,500 active and inactive members.

Responsibilities:

- Maintain confidentiality in all aspects of record maintenance and review.
- Processing monthly retiree payroll warrant including all changes to retiree's address, direct deposit, tax withholding, insurance deductions, COLA increase adjustments.
- Processing new disability retirement applications including requesting medical records, employer records, scanning information into file; uploading through PROSPER application all information and records necessary for requesting medical panel appointment through PERAC; notification to member, legal counsel and employer of Board hearing to review application; completing transmittal to PERAC Commissioner via PROSPER application.
- Maintaining assigned member units deduction information including monthly withholding information, calculation of estimates requested from members of assigned units; calculation of makeup and redeposit payments as requested from members of assigned units; calculation of refunds and transfers of accounts for members of assigned units; processing retirement applications for members from assigned units including benefit option amounts and approval calculation submitted to PERAC.
- Answering questions from members via telephone, email correspondence or in person; open, sort, date-stamp and distribute incoming mail.
- Other duties as assigned or required to assist Executive Director and Administrative Assistants in daily operations of the Retirement Office.

Job Requirements and Qualifications:

- High School Graduate, Post-Secondary Diploma in Business Administration, HR or accounting would be beneficial but is not required.
- Working knowledge of computer database such as Microsoft Office Suite
- Knowledge and experience in a MGL c. 32 Massachusetts Public Employee Retirement System office and or payroll experience would be helpful but not required.
- Ability to perform administrative duties such as typing, filing, answering phones, use of office equipment such as fax, copier, scanner, calculator, etc.

Work Schedule: Monday through Friday, 8:00 am to 4:00 pm

Salary: \$35,000.00/year - \$45,000.00/year with benefits.

To Apply: Please mail cover letter and resume to:
Julianne Bartley, Executive Director
Hampden County Regional Retirement Board
67 Hunt Street, Suite 116
Agawam, MA 01001

Application Deadline: January 24, 2020